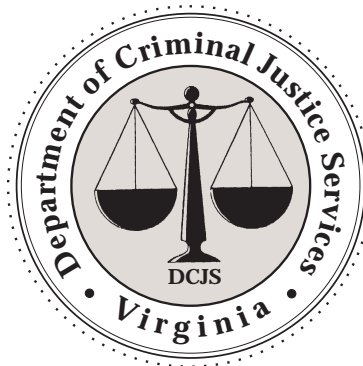


DOMESTIC VIOLENCE VICTIM FUND PROGRAM CODEBOOK for Prosecution Grantees

***INSTRUCTIONS AND DEFINITIONS
FOR COMPLETING THE QUARTERLY PROGRESS REPORT***



For more information and assistance contact :

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DOMESTIC VIOLENCE VICTIM FUND PROGRAM CODEBOOK

INTRODUCTION

This Domestic Violence Victim Fund Program Codebook has been designed by the Victims Services Section of the Department of Criminal Justice Services for localities receiving prosecution funding through the Virginia Domestic Violence Victim Fund (VDVVF). We hope that staff will find it useful when completing the quarterly progress report.

The Codebook gives instructions for completing and submitting the quarterly progress report. The numbering in this section corresponds to the numbering in the quarterly progress report. A staff person can complete the form while referring to the instructions. A copy of the quarterly progress report can be found in the back of the Codebook, as well as on the DCJS website (www.dcjs.virginia.gov/victims/).

Quarterly progress reports must be submitted online through the Grants Management Information System (GMIS). Users can access this system through the DCJS website (<http://www.dcjs.virginia.gov/grantsAdministration/gmis/>). Please note that if you have not used GMIS before, you will need to contact DCJS to be assigned a username and password. Requests for usernames/passwords and requests for technical assistance in using GMIS should be directed to the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov. If you have another DCJS grant, you will use the same username and password that you use for other grants; you simply enter your DVVF grant number to access information regarding your DVVF grant.

To upload your report through GMIS, you will need to save an electronic copy of the quarterly progress report form to your computer's hard drive or to disk, and type the information directly into this document. You will then upload the completed project report as an attachment through GMIS.

The GMIS user manual, which instructs users on how to submit progress reports online, is available on the DCJS website. The following link takes you directly to the web page where you can access GMIS online and download the user manual: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/>. An instructional CD can also be obtained by emailing a request to the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov.

In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision. If an extension is needed, it should be requested in writing before the report due date. This is a Criminal Justice Services Board policy that applies to all grant programs administered by DCJS.

Requests for extensions on your quarterly progress report should be directed to your grant monitor. Requests for extensions on quarterly financial reports should be directed to Janice Waddy, Grants Administrator. Please note that even if you are granted an extension on your quarterly progress report, you will not be able to draw down funds until DCJS has received the report.

The VDVVF reporting cycle runs on a calendar year (January 1 to December 31), and quarters for the VDVVF grant program are as follows:

1 st Quarter:	January 1 to March 31
2 nd Quarter:	April 1 to June 30
3 rd Quarter:	July 1 to September 30
4 th Quarter:	October 1 to December 31

The quarterly progress report is due on the twelfth working day of the month following the close of the quarter.

A copy of the Monitoring Report has also been included in this Codebook. DCJS grant monitors conduct on-site reviews of all grant programs at least once every four years. This form will help you prepare and organize for your next monitoring visit.

The program should retain all client and financial records for at least the year of award plus three years. Any records older than the required retention period may be stored or purged, at the discretion of the program director and sponsoring agency.

We hope these materials are helpful and informative. If you have suggestions for corrections, additions, or deletions, please contact the Victims Services Section with comments for the next revision.

BACKGROUND INFORMATION

Locality

Indicate the name of the locality.

Grant Number

This is the number that identifies your grant-funded program. It is assigned annually by DCJS, and can be found on your Statement of Grant Award. **All correspondence to DCJS must include this number.**

Current Reporting Period

Select the box that indicates the current reporting period.

Normally, the VDVVF reporting cycle runs on a calendar year cycle (January 1 to December 31). Progress reports are submitted quarterly. Quarterly reporting periods for the VDVVF grant program are as follows:

1 st Quarter:	January 1 to March 31
2 nd Quarter:	April 1 to June 30
3 rd Quarter:	July 1 to September 30
4 th Quarter:	October 1 to December 31

The quarterly progress report is due on the twelfth working day of the month following the close of the quarter.

Position Funded

Select “prosecutor” or “paralegal” according to what position is supported with VDVVF funds.

Select “part-time” or “full-time” according to the number of hours supported with VDVVF funds.

Contact Person

Provide the requested information for the person completing the report. The person listed is the person DCJS staff will contact with any questions.

Definitions

Domestic violence is defined as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or who has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other adult person against whom a victim is protected from that person's acts under the Code of Virginia. It should be understood that domestic violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence. Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Please note that offenses that are not normally defined as "domestic violence" but are committed as a part of a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner should be counted as domestic violence for the purposes of this grant. Examples of these offenses include breaking and entering, brandishing a firearm, harassment by computer, curse and abuse, cruelty to animals, and vandalism, among others.

Sexual assault is a continuum of behaviors that includes sexual assaults committed by offenders who are strangers to the victim and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim. Sexual assault includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Information on cases

involving victims who experienced attempts to commit any of the above-listed acts should also be included in this report.

Stalking is defined as a course of conduct directed at a specific person that places that person in reasonable fear of the death of, or serious bodily injury to, herself or himself, a member of her/his immediate family, or her/his spouse or intimate partner.

The following sections of the Code of Virginia are a priority for prosecution under the VDVVF:

- § 16.1-253.2 Violation of provisions of protective orders; penalty.
- § 18.2-57.2 Assault and battery against a family or household member; penalty.
- § 18.2-60.3 Stalking; penalty.
- § 18.2-60.4 Violation of stalking protective orders; penalty.
- § 18.2-61 Rape.
- § 18.2-67.1 Forcible sodomy.
- § 18.2-67.2 Object sexual penetration; penalty.
- § 18.2-67.3 Aggravated sexual battery; penalty.
- § 18.2-67.4 Sexual battery.
- § 18.2-67.5 Attempted rape, forcible sodomy, object sexual penetration, aggravated sexual battery, and sexual battery.

1. Domestic violence, sexual assault, and stalking cases and charges assigned

Report the total number of **new** sexual assault, domestic violence, and stalking cases and corresponding charges assigned during the current reporting period.

Report on only the cases and charges to be prosecuted and/or managed with VDVVF support.

Each **case** should reflect an incident responded to and reported on by law enforcement, and may involve one or more **charges/offenses**.

Charges should reflect individual violations of the Code of Virginia committed by offenders. There may be multiple charges involved in one **case**.

For the first reporting period (July 1 – September 30, 2005), all pending charges that were assigned to the VDVVF supported staff at the start of the quarter should be reported as “new charges.”

2. Offense and disposition information for charges RESOLVED during this reporting period

Report offense and disposition information for **each RESOLVED charge** prosecuted and/or managed with Virginia Domestic Violence Victim Fund grant monies during the current reporting period.

Number of carryover charges: Report information for the domestic violence, sexual assault, and stalking charges that were reported as new in a **previous** quarterly report that have been resolved during the current quarter.

Number of new charges: Report information for the domestic violence, sexual assault, and stalking charges that were reported as **new** in the current quarter that have also been resolved during the current quarter.

For the first reporting period (July 1 – September 30, 2005), all charges assigned to VDVVF funded staff that are pending at the start of the quarter should be reported as “new charges.”

Charges not brought to trial

Request of victim: Report charges that were not brought to trial as a result of a victim's request.

Lack of evidence: Report charges that were not brought to trial as a result of a lack of evidence.

Complied: Report charges that did not result in a conviction because the defendant complied with court-ordered terms. You may count charges here that were counted under the "deferred disposition" category (see below for definition) in a previous quarter.

Other: Report charges that were not brought to trial as a result of other reasons outside of the request of a victims, lack of evidence, or compliance with court orders. Charges that were not brought to trial because of a plea agreement reached with the offender should be counted in this category.

Trials

Convicted: Report charges for which there was a conviction.

Deferred disposition: Report charges for which there was a deferred disposition. Deferred disposition is a process where the judge requires the defendant to adhere to certain terms, prior to any adjudication of guilt. If a defendant successfully completes those terms, the charges are dismissed. When the charges are dismissed, you would then report charge/offense information in the "complied" category (see definition above).

Acquitted: Report charges of which the offender was acquitted.

3. Demographics of UNDUPLICATED victims served

Provide demographic information for **unduplicated** victims served in a reporting period (January 1 to December 31). Victim demographics should be reported in the quarterly report where you report of the disposition of the charges involving the victim.

Victims should only be reported **once** per reporting cycle (January 1 to December 31), even if there are multiple crimes committed against the victim, and even if the victim experiences subsequent crimes committed by different offenders.

Example: A woman is assaulted by her husband and the husband is charged with assault & battery of a family or household member. The offender is prosecuted and convicted for the offense. You would include any demographic information for the woman in the quarterly report where you provide information on the disposition of the assault & battery case. The same woman then separates from her husband. In a subsequent reporting period, the woman is raped by her new boyfriend. When the rape charge is resolved, you would report the disposition of the rape case. If the rape case is resolved in the same reporting cycle (January 1 to December 31) that included the resolution of the assault & battery charge, you would **NOT** provide an additional victim demographics in your quarterly report. If the rape charge is resolved in a *subsequent* reporting cycle (January 1 to December 31 of the *next* year) than the assault & battery charge, you **would** provide victim demographic information on the quarterly report where you provide information on the resolution of the rape charge.

Because victims may identify as more than one race or ethnicity and with more than one of the “other demographics” options, the totals for these two categories may exceed the totals in the gender and age categories. The demographic categories listed under race/ethnicity are consistent with the US Census.

Please note that it is not necessary to ask victims if they can be classified under each of the categories listed in the “Other Demographics” section. This information should be reported only if the information is known or if it is applicable to the crime experienced by the victim.

Race/ethnicity: Report the race or ethnicity with which the victim identifies. You may count victims in more than one of the race/ethnicity categories.

Gender: Report the gender of each victim, or if the gender is unknown, report it as unknown. This is an unduplicated count.

Age: Report the number of victims served in the applicable age category, or if the age is unknown, report it as unknown. When working with an adult who was molested as a child, the age recorded should be his or her current age, not the age at which s/he was molested. This is an unduplicated count.

People with mental/emotional disabilities: Count victims with a significant limitation in activities of daily living due to a mental/emotional disability in this category. This may include people with developmental disabilities and people with diagnosed mental illness, if their activities are so limited.

People with physical/medical disabilities: Count victims with a significant limitation in activities of daily living due to a physical/medical disability in this category. This may include people who are vision-impaired, people who are

hearing impaired, or people who have another physical/medical disability, if their activities are so limited.

People with limited English proficiency: Report the number of victims served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.

People who are immigrants/refugees/asylum seekers: Where possible, report the number of victims who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status. Please note that VDVVF funds may be used to prosecute cases involving undocumented immigrants who are victims of domestic violence, sexual assault, and stalking.

People who live in rural areas: Report the number of victims who live in a rural area or community. Please see the Geographic Category List (Attachment 2) in the “Attachments” section of this codebook.

EXAMPLE: You served a 20-year-old woman who is a victim of sexual assault, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-25), and as a person with limited English proficiency.

4. Victims’ relationship to offender

Indicate the relationship of the victim to the offender by type of victimization.

Victims are those against whom the sexual assault, domestic violence, or stalking was directed.

If a victim experienced more than one type of victimization, was victimized by more than one perpetrator, and/or experienced subsequent crimes, count the victim’s relationship to the offender(s) in all categories that apply. The number of victims reported here may total more than the unduplicated total number of victims reported in the gender and age categories in the victim demographics section.

Intimate partner: A person with whom the victim has a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated as a spouse to the victim, or any other adult person against whom a victim is protected from that person’s acts under the domestic or family violence laws outlined in the Code of Virginia.

Other family or household member: A family member is any person who is related to the victim by blood, kinship or relationship. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, extended family, clans, etc. Other household members are any persons who share or has shared a household with the victim, including roommates, personal care attendants, etc.

Dating relationship: A social relationship of a romantic or intimate nature. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

Acquaintance: A person known to the victim, including a peer, co-worker, supervisor, friend, classmate, etc.

Stranger: Any person unknown to the victim.

Note: The chart below is an abbreviated version of the chart that appears in the reporting form.

EXAMPLE: A victim who was being stalked by her former husband and was sexually assaulted by the person with whom she is currently in a dating relationship would be counted as follows:

Relationships to offender	Number of victims		
	Sexual assault	Domestic violence	Stalking
Current or former spouse			1
Other family or household member (<i>in-law, sibling, grandparent, etc.</i>)			
Dating relationship	1		

Geographic Category List

Locality	Central City	Suburb City	Suburb County	Rural	
COUNTIES					
Accomack				X	
Albemarle			X		
Alleghany				X	
Amelia				X	
Amherst			X		
Appomattox				X	
Arlington			X		
Augusta				X	
Bath				X	
Bedford				X	
Bland				X	
Botetourt			X		
Brunswick				X	
Buchanan				X	
Buckingham				X	
Campbell			X		
Caroline				X	
Carroll				X	
Charles City			X		
Charlotte				X	
Chesterfield			X		
Clarke				X	
Craig				X	
Culpeper				X	
Cumberland				X	
Dickenson				X	
Dinwiddie			X		
Essex				X	
Fairfax			X		
Fauquier				X	
Floyd				X	
Fluvanna			X		
Franklin				X	

Domestic Violence Victim Fund Program Codebook
 Prosecution Grantees
 Developed 7/2005

Frederick				X	
Giles				X	
Gloucester			X		
Goochland			X		
Grayson			X		
Greene				X	
Greensville				X	
Halifax				X	
Hanover			X		
Henrico			X		
Henry				X	
Highland				X	
Isle of Wight				X	
James City			X		
King and Queen				X	
Locality	Central City	Suburb City	Suburb County	Rural	
COUNTIES					
King George				X	
King William				X	
Lancaster				X	
Lee				X	
Loudoun			X		
Louisa				X	
Lunenburg				X	
Madison				X	
Mathews				X	
Mecklenburg				X	
Middlesex				X	
Montgomery				X	
Nelson				X	
New Kent			X		
Northampton				X	
Northumberland				X	
Nottoway				X	
Orange				X	
Page				X	
Patrick				X	
Pittsylvania			X		
Powhatan			X		
Prince Edward				X	
Prince George			X		

Prince William			X		
Pulaski				X	
Rappahannock				X	
Richmond				X	
Roanoke				X	
Rockbridge				X	
Rockingham				X	
Russell				X	
Scott			X		
Shenandoah				X	
Smyth				X	
Southampton				X	
Spotsylvania				X	
Stafford			X		
Surry				X	
Sussex				X	
Tazewell				X	
Warren				X	
Washington			X		
Westmoreland				X	
Wise				X	
Wyth				X	
York			X		
Locality	Central City	Suburb City	Suburb County	Other City	
CITIES					
Alexandria	X				
Bedford				X	
Bristol		X			
Biena Vista				X	
Charlottesville		X			
Chesapeake	X				
Clifton Forge				X	
Colonial Heights		X			
Covington				X	
Danville	X				
Emporia				X	
Fairfax		X			
Falls Church		X			
Franklin				X	
Fredericksburg				X	

Galax				X	
Hampton	X				
Harrisonburg				X	
Hopewell		X			
Lexington				X	
Lynchburg	X				
Manassas		X			
Manassas Park		X			
Martinsville				X	
Newport News	X				
Norfolk	X				
Norton				X	
Petersburg		X			
Poquoson		X			
Portsmouth	X				
Radford				X	
Richmond	X				
Roanoke	X				
Salem		X			
South Boston				X	
Staunton				X	
Suffolk	X				
Virginia Beach	X				
Waynesboro				X	
Williamsburg		X			
Winchester				X	